



# Valley Forge National Historical Park Interpretation and Education

## Position Description Children's Education Internship

<b>Job Title:</b>	Children's Education Intern (non-paid)
<b>Job Description:</b>	<p>College and graduate level students the opportunity to gain valuable hands-on experience applied to a career in the <i>Public History</i> and <i>Education</i> profession. Children's education interns will work closely with the park's interpretive and educational staff. They will create new hands-on educational programs geared towards child and young adults to promote place-based experiential learning. These programs will communicate the site's history to younger audiences. Toward receiving a well-rounded exposure to a career in public history and education, interns will also have the opportunity to learn basic interpretive and visitor services skills by observing park interpretive staff. The internship will include assigned readings on the history of the Valley Forge encampment and selected readings on interpretation, educational methods and creation of educational materials for younger audiences. The internship will require professionalism, attention to details, good oral and written communication skills and cooperation with park staff. The intern will work toward the requirements of the pre-arranged internship to fulfill the mission of the National Park Service. Specific intern activities will vary depending on current park needs and projects, but will include the following duties and responsibilities.</p>
<b>Duties/Responsibilities:</b>	<p><b>Hands on Children's programming:</b> Interns will work with park staff to develop hands on, table top, children's programs and other experiential education activities. These programs will build on and communicate the site's history to younger visitors. Interns will be expected to develop a variety of programs appropriate for a range of ages.</p> <p><b>Public programs and outreach:</b> Interns will gain experience in the area of public outreach and visitor services through work with park staff. Interns present and deliver the programs they develop to park visitors as part of regular programming.</p> <p><b>Internship Log:</b> Intern will maintain work log as required by university or NPS program. Interns will submit bi-weekly reports to Intern Coordinator and other staff.</p> <p><b>Visitor Services:</b> Interns may also assist with standard operations at main interpretive sites and help with special events.</p>
<b>Benefits:</b>	<p>Potential Dorm Style Housing on Park Property Internship course credit as established by student's university, if applicable NPS Volunteer/Intern polo shirt with logo 20% discount at park's Encampment Store</p>

**Qualifications:**

Children's Education Intern **must:**

1. Be Enrolled in a college or graduate degree program majoring in history or education.
2. Maintain a minimum 2.5 GPA
3. Be at least 18 years of age.
4. Be punctual, reliable, resourceful and detailed-oriented.
5. Be able to communicate accurate information with visitors and other NPS staff, including supervisors.
6. Be able to work alone or with others, paid or unpaid, of diverse backgrounds.
7. Maintain a valid driver's license for transportation.
8. Pass a criminal background check.
9. Be proficient in Microsoft Office Software, particular Word, adept with a PC operating system and capable of effective web based research.

**Time Commitment:**

6 to 12 weeks. 30-40 hours per week, (40 hours required if housing requested). Internship duration, beginning and end dates dependent on student's university schedule.

**How to Apply:**

To apply for the academic internship through the Interpretation and Education division of Valley Forge National Historical Park, please submit the following to the division Internship Coordinator, Sara Karpinski. Please submit the following documents through the mail:

1. Resume
2. Cover letter indicating the experience you hope to gain through the internship and applicable skills and related previous experiences.
3. A recommendation from your major advisor, including a statement of current academic standing and GPA

**Internship Coordinator:**

Sara Karpinski  
Valley Forge National Historical Park  
1400 North Outer Line Drive  
King of Prussia, PA 19406.

For specific information on internship opportunities with the Interpretation and Education Division, contact Sara Karpinski at [Sara\\_A\\_Karpinski@nps.gov](mailto:Sara_A_Karpinski@nps.gov)

**Park Information:**

Located approximately 20 miles northwest of Philadelphia, Valley Forge National Historical Park commemorates the 1777-1778 winter encampment of the Continental Army under the command of General George Washington. The park encompasses about 3,700 acres and receives about 1.2 million visitors annually. The park provides a variety of cultural and natural resource opportunities. For additional information please visit the park's website at [www.nps.gov/vafo](http://www.nps.gov/vafo).